HOPE AND EMPOWERMENT FOUNDATION GH LBG (HEF-GH)
Franco Estates, Ga North Municipality | P.O. Box AT1926, Achimota, Accra
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Date: [Insert Date]

The Head

Non-Profit Organisation Secretariat (NPOS)
Ministry of Gender, Children and Social Protection
P.O. Box MBO 186, Ministries-Accra
Digital Address: GA-110-4673

Dear Sir/Madam,

APPLICATION FOR RENEWAL OF NATIONAL NON-PROFIT ORGANISATION LICENCE

On behalf of the Board of Directors and Management of Hope and Empowerment Foundation GH LBG (HEF-GH), I respectfully submit this application, together with the completed NPOS Renewal Form (RLF-3), for the renewal of our National Non-Profit Organisation Licence.

HEF-GH is a duly registered Ghanaian non-profit organisation committed to poverty alleviation through sustainable human capital development, education, vocational empowerment, humanitarian assistance, youth development, women empowerment, and community transformation initiatives.

Our current licence details are as follows:

- Organisation Name: Hope and Empowerment Foundation GH LBG (HEF-GH)
- NPOS Licence Number: NPOS/GR01/LN03083/25
- Region of Operation: Greater Accra Region
- Date Issued: 07 November 2025
- Expiry Date: 06 November 2026

During the reporting period, HEF-GH has continued to operate in compliance with the Non-Profit Organisation Policy (2020), the Directives for the Management of Non-Profit Organisations Operations in Ghana (2020), and all applicable laws governing non-profit entities in Ghana.

The Foundation successfully implemented several community development and humanitarian programmes, including:

1. Mindset First – Future Ready Leader Project

- Implemented across 34 schools within the Ga North Municipality.
- Impacted over 7,119 students through leadership, mindset transformation, character development, and future-readiness education.

2. Free Vocational Empowerment Skills Training Academy (FVESTA)

- Delivered tuition-free vocational and entrepreneurship training for women and youth.
- Provided practical skills development in soap production, detergents production, fashion and design, pastries and baking, and entrepreneurship.

3. Hope Restoration Orphanage Outreach Project

- Delivered educational materials, food items, welfare support, and humanitarian assistance to vulnerable children residing in children's homes and orphanages.

4. Community Empowerment and Social Protection Interventions

- Supported vulnerable individuals and families through various educational, humanitarian, and empowerment initiatives.

In support of this renewal application, we attach the following:

- Completed NPOS Renewal Form (RLF-3)
- Application letter requesting renewal of licensing (this letter)
- Annual Operational/Activities Report
- Annual Audited Financial Statement
- Valid Tax Clearance Certificate
- Proof of payment of the renewal fee (banker's draft in favour of the Department of Social Welfare)
- Current Governance Information
- Institutional Safeguarding and Child Protection Policy
- Organisational Profile and Impact Report
- Copy of current NPOS Licence Certificate
- Any additional documentation required by the Secretariat

We respectfully request the renewal of our National Non-Profit Organisation Licence to enable us to continue serving vulnerable populations and contributing to Ghana's social development agenda.

HEF-GH remains committed to transparency, accountability, safeguarding, good governance, and full regulatory compliance.

We would be grateful for your favourable consideration of this application.

Thank you.

Yours faithfully,

REV. FRANCIS KOFI TAKYI ADAMS
Founder & Executive Director / CEO
Hope and Empowerment Foundation GH LBG (HEF-GH)

For and on behalf of the Board of Directors

Organisation Stamp & Signature